



Southwestern Division Constitution and By-Laws

**Adopted at
Conference
Midwest City, OK
October 8, 2021**

**Southwestern Division
13725 Hillahay Dr.
Oklahoma City, OK 73170
www.swd-iafc.org**

CONSTITUTION AND BY-LAWS

Article I. General

Section 1. Name and Title

This organization shall be known as the Southwestern Fire Chiefs Association, Inc., herein called the "Association," a Division of the International Association of Fire Chiefs, herein called the "IAFC,"

Section 2. Affiliation

This Association shall be a division of the IAFC and shall be bound by the Constitution and By-laws of the IAFC.

Section 3. Mission

The mission of this organization is to provide leadership to career and volunteer fire service leaders and managers of emergency service organizations throughout the southwestern state region of the Association through vision, information, education, services and representation to enhance their professionalism and capabilities. To accomplish these objectives the Corporation may:

- A. Provide on-site seminars, forums and courses of those subjects affecting the fire and emergency service on a regional and sub-regional basis.
- B. Encourage and develop public education in fire prevention for the preservation of human life, property, and the environment from the destruction by fire.
- C. Conduct research and studies of those problems confronting the fire and emergency services within the Southwestern region and disseminating such material to the respective communities.
- D. Cooperate with all organizations to promote programs that further the goals and objectives of the fire and emergency services.
- E. Serve as the recognized organization for the exchange of ideas, information, knowledge and experience in areas affecting the safety of life and property by fires and other destructive forces, including the forces of terrorism.
- F. Conduct or engage in other activities which will effectuate the purpose of the Corporation.

Section 4. Bonding of Officers

The Secretary-Treasurer and employees or officers authorized to receive and administer funds by the board of directors, shall be bonded by the Association in an amount approved by the board of directors.

Section 5. Federal Tax Status

The Association shall neither have nor exercise any power, nor engage directly or indirectly in any activity, that would invalidate its status as a corporation both (1) exempt from federal taxation under section 501(c)(3) of the Internal Revenue Code of 1954 as amended, and (2) to which contributions are deductible under section 170 (c)(2) of the Internal Revenue Code of 1954 as amended.

Section 6. Headquarters

The Headquarters of the Association shall be the city in which the Secretary-Treasurer resides or maintains an office. Should the office of the Secretary-Treasurer become vacant, the Headquarters will be the city in which the newly appointed, or elected, Secretary-Treasurer resides or maintains an office. All communications pertaining to membership or the business affairs of the Association shall be directed to the Secretary-Treasurer. If the Secretary-Treasurer does not reside in the State of Incorporation, the State Vice President of the State of Incorporation will become the Corporation's Registered Agent; however, the Headquarters remains with the Corporation's Secretary-Treasurer.

Section 7. Registered Agent

The Corporation's Registered Agent shall file all required reports with the State Corporation Commission in the State of Incorporation. The Corporation's Registered Agent will obtain the required information for the reports from the Secretary-Treasurer.

Article II. Membership

Section 1. Membership

The Association shall consist of active members of the IAFC residing in the states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

Section 2. Membership and Membership Privileges

The individual membership of the Association shall consist of:

A. Regular Members. Regular members shall include:

1. The chief of the department and all chief officers, as designated by the chief, of regularly organized public, private, governmental or industrial fire departments.
2. Department, city, county, state, provincial and territorial fire marshals and their immediate subordinates as designated by the fire marshal.
3. All regular members in retirement.

Regular members who maintain current dues-paying status shall be entitled to hold elective office, serve on the board of directors and vote on all matters requiring a vote of the general membership unless otherwise prohibited herein. New regular members shall be entitled to voting privileges fifteen days after receipt of initial membership dues.

B. Departmental Members

1. Departmental members shall include any Fire/EMS departments serving populations of 10,000 or less.
2. Departmental members shall be entitled to the same privileges as a regular member with the exception of service in elected position.
 - a) Dues for departmental members shall be the same as for regular members.
 - b) Departmental members shall be entitled to vote on all matters requiring a vote, but are entitled to only one vote.

C. Regular Life Members

Life membership shall include:

1. Current members who joined prior to August 28, 2003 (8 or more consecutive years as a regular member) will be eligible for life membership when they have reached ten consecutive years as a regular member and have fully retired from the fire service.
2. Current members who joined between August 28, 2003 and August 28, 2011 (less than eight consecutive years as a regular member) are eligible for life membership when they have reached fifteen consecutive years as a regular member and have fully retired from the fire service.
3. Members joining after August 28, 2011 are eligible for life membership after 20 consecutive years as a regular member once they have fully retired from the service.
4. Regular Life Members shall be entitled to vote on all matters, unless prohibited by the Constitution, and shall be entitled to hold elective office or serve on the Board of Directors.
5. Regular Life Members shall not pay Annual Dues.

D. Associate Members

1. Associate members shall be persons interested in the goals and objectives of the Association who are not eligible for regular membership.
2. Associate members shall have all the benefits of Regular membership, except they are not eligible to hold elective office, serve on the board of directors or have voting privileges.

E. Affiliate Members

1. Affiliate members shall be persons interested in the affairs of the Association and the fire service who are not eligible for regular membership.
2. Affiliate members shall be entitled to participate in the Association, except they are not eligible to hold elective office, serve on the board of directors or have voting privileges.
3. Membership services for Affiliate members will be less than those afforded Regular and Associate members.

G. Honorary Life Members

1. Honorary life membership may be conferred upon any person who has rendered conspicuous service to the Association, its aims and purposes, provided that such membership shall be unanimously recommended by the executive committee and approved by the board of directors.
2. Honorary life members shall be entitled to participate fully in the affairs of the Association except they are not eligible to hold elective office, serve on the board of directors or have voting privileges.
3. Honorary life members shall not pay annual dues.

Unless otherwise specified herein, dues and membership services for members other than Regular members shall be established by the Association Board of Directors.

Section 3. Sustaining Members

Sustaining membership status shall be available to persons and/or businesses engaged in the manufacture or sale of emergency apparatus, supplies or service and/or persons or businesses otherwise interested in the field of fire or emergency services, upon payment of an annual fee which shall be determined by the board of directors.

Section 4. Sections

Subject to the approval of the Association's board of directors, a group of members having specialized fire service related interests may, on attaining not less than 50 regular and/or associate members, form a Section of the Association. Activities of Sections shall be under the jurisdiction of the Association. The board of directors shall prescribe the procedures and practices of Sections. Protocols, constitutions and/or bylaws for Sections shall be submitted to the Association board of directors at least sixty (60) days prior to an annual meeting. The board of directors shall review protocols for Sections and forward them, together with its recommendations, to the membership at its annual membership meeting for their final action.

Article III. Officers and State Vice Presidents

Section 1. Officers

The officers of the Association shall consist of a President, First Vice President, Second Vice President, Secretary-Treasurer, International Director, and Immediate Past President. The President, First Vice President, Second Vice President and Immediate Past President shall each have a term of office for one (1) year or until the next annual meeting or fall Board Meeting if annual conference is held other than in the fall, when their successors shall take office and may not succeed himself/herself except if the First Vice President and/or Second Vice President assumes the office of President or First Vice President due to the inability of the President to perform his duties, he will be allowed to seek the office of President or First Vice President for a full one (1) year term in addition to the amount of time he assumed. The Secretary-Treasurer and the International Director shall serve a three (3) year term and may succeed himself/herself.

Section 2. Officer Eligibility

Any member of the Association seeking election to any of the offices specified in Article III, Section 1 shall:

- A. Be a regular member in good standing of both the Association and the IAFC at the time of filing and upon installation.
- B. In the event that a member vacates his/her position through retirement or otherwise while holding an elected office, the member may continue to hold said office until completion of the term.
- C. Questions of eligibility shall be resolved by the Elections Committee.

Section 3. Board of Directors

There shall be a board of directors which shall consist of the President, First Vice President, Second Vice President, Immediate Past President, Secretary-Treasurer, International Director and one (1) State Vice President from each of the states represented by the Association.

Section 4. State Vice Presidents

There shall be one (1) vice president from each state represented by this Association. Such State Vice Presidents shall be selected by voting Division Membership, at their respective state association's meeting. Each State Vice President shall serve a one (1) year term with the ability to succeed himself/herself. A State Vice President who vacates his/her position through retirement or otherwise while holding the position may continue to hold the position until the end of his/her term.

Section 5. Executive Committee

There shall be an executive committee, which shall consist of the President, First Vice President, Second Vice President, Immediate Past President, International Director and Secretary-Treasurer.

Section 6. Vacancies and Resignations

- A. In the event of a vacancy occurring in the office of the President or his successors, the next officer in line shall immediately be directed by the board of directors in writing or in formal session to assume all duties and authorities of the vacant office and an acting Second Vice President shall then be named by the President and, upon approval of the board of directors, shall serve for the unexpired term.
- B. In the event of a vacancy occurring in the office of the Secretary-Treasurer, an acting Secretary-Treasurer shall immediately be appointed by the President and, upon approval of the board of directors, shall serve for the unexpired term.

- C. In the event of a vacancy occurring in the office of the International Director, an acting International Director shall immediately be appointed by the President and, upon approval of the board of directors, shall serve for the unexpired term.
- D. In the event that a State Vice President shall resign, retire, die or otherwise be incapable of serving, an interim State Vice President shall immediately be appointed by the President after conferring with the State's Chiefs Organization and, upon approval of the board of directors, shall serve for the unexpired term.

Section 7. Removal from Office

- A. In the event that an officer is convicted of a felony while holding office, that officer shall be deemed to have forfeited his/her office and shall be removed from that office.
- B. In the event that an officer becomes impaired physically or mentally to such an extent that the office holder is unable to discharge the powers and duties of said office, that officer shall be suspended from office if both of the following actions are taken:
 - a) A minimum of two-thirds of the members of the Executive Committee vote in favor to recommend removal from office to the Board of Directors.
 - b) A minimum of 75% of the Board of Directors vote in favor to suspend the officer.

Article IV. Duties of the Officers

Section 1. Duties of Elected Officers

The duties of the elective officers are as follows:

- A. The President shall be the official representative and spokesperson for the Association; shall preside at all meetings of the Executive Committee, Board of Directors and Annual Conferences; and appoint all Committees and perform all other duties incidental to the Office.
- B. The First Vice President shall, in the absence or inability of the president, perform all the duties of President. When the President is presiding he shall assist the President in every way possible. Should a vacancy occur in the Office of the President, the First Vice-President shall assume all the duties of the President. The First Vice-President shall be the program planning liaison for the Board of Directors to the Host City.
- C. The Second Vice President shall assist the President and the First Vice President in conducting the business and policies of the Association. In the absence or inability of both the President and First Vice President shall assume all the duties and responsibilities of the President. In addition, the Second Vice President shall be Chair of the membership activities of the Association.
- D. The Secretary-Treasurer shall keep the records. The Secretary-Treasurer shall keep records of the monies belonging to the Association in a bank/financial institute in accounts separate from their personal accounts, with said accounts in the name of the Association. All accounts shall revert to the Association in case of emergency such as death, etc., of the Secretary-Treasurer. An annual budget shall be submitted by the Secretary-Treasurer at the fall meeting to the Board of Directors for approval. The Secretary-Treasurer shall provide a list of all members to the State Vice-Presidents of their respective States. The Secretary-Treasurer shall submit to the President a complete list of all members in all respective States; The Secretary-Treasurer shall present all Secretary-Treasurer books to the Auditing Committee immediately after the Committee is appointed at the Annual Conference; The Secretary-Treasurer shall keep a complete and detailed report of all expenditures of the Office; The Secretary-Treasurer shall, upon vacating the office, turn over all monies, books, records, equipment, and supplies of the Office to the President upon the demand of the President and the Board of Directors. The Secretary-Treasurer shall file the required Corporate Reports to the State of Incorporation if The Secretary-Treasurer is the Corporate Registered Agent. If not, The Secretary-

Treasurer shall provide the information for filing the required Corporate Reports to the Corporation's Registered Agent.

The Board of Directors may appoint an Executive Director, on full or part time bases; to assist with the duties of the Secretary- Treasurer and to promote the Association.

- E. The International Director, after the Director has been duly sworn to office, shall be the official Director to the IAFC from the Southwestern Division. The Director shall attend the Board of Directors meetings of the IAFC and make a written report of all information pertaining to the IAFC Directors meeting to the Southwestern Board of Directors. The International Director shall present a report to the Membership at the Annual Conference meeting. It shall be made a permanent record of the Secretary-Treasurer Office.
- F. The Immediate Past President shall be the Parliamentarian and shall give the Rules of Procedure as defined by the Constitution and By-Laws on all points referred to him.
- G. There shall be a State Vice-President from each State. The State Vice-President shall consist of one (1) Member from each of the five (5) States: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. They shall be selected by the Membership from their respective States and confirmed at the Annual Conference or Fall Board of Directors meeting. The State Vice-President shall serve as Ambassadors of Good Will and shall assist the Second Vice-President and the Secretary-Treasurer in obtaining Members and Associate Members. They shall keep the Board of Directors advised of the desires of the Membership.

Section 2. Duties of the Board of Directors

The board of directors shall:

- A. May appoint an Executive Director who shall be subject to removal from office, at any time, by a majority vote of the board.
- B. Have general charge of the affairs of the Association.
- C. Review the work of the Association at the Board of Directors meetings and develop Association policy for operations.
- D. Create and maintain a biannual strategic plan to provide for continuity and the general direction of the Association.
- E. Approve, adopt, change or amend all budgets as recommended by the Secretary-Treasurer and/or Executive Director.
- F. Establish the date and place of the annual conference of the Association and cause to have the dates and place of the annual conference published in the official publication of the Association at least ninety (90) days prior to the opening date of the conference.
- G. Establish the registration fee for the annual conference.
- H. Hold special meetings called by the President or upon request of a majority of the members of the Board of Directors.
- I. Act as a liaison between the Association and represented states on issues of mutual interest and/or concern to fire and emergency services.
- J. Provide reports and information on behalf of the represented states pertinent to the Association at the annual membership meeting.
- K. Study and evaluate the finances of the Association with the purpose of formulating plans for increasing revenues, and budgeting control of present and future finances, advising and counseling with the Secretary-Treasurer and/or Executive Director, approving the investment of Association funds, presenting such plans and any other recommendations to the Board of Directors for consideration and approval.

Section 3. Duties of the Executive Director

The executive director shall:

- A. Be responsible for the supervision, management and maintenance of the Association business office and staff, and the conduct and administration of all business of the Association subject to the policies and direction established by the Board of Directors.
- B. Submit a monthly report to each member of the Board of Directors covering the activities of the Association business office, including a statement of revenues and disbursements compared with the approved budget.
- C. Prepare an Annual Budget.
- D. Keep complete and true records of the meetings of the Board of Directors and Executive Committee and report the actions taken at meetings of the Executive Committee to all members of the Board of Directors not later than thirty (30) days after said meeting.
- E. Maintain a policy manual for guidance of all officers and committees.
- F. Report at the annual conference on the activities and state of the Association.
- G. Support, administer and maintain the policies established by the Board of Directors and represent the Association and speak in its name according to the policies established by the President and the Board of Directors.
- H. Expend or authorize the expenditure of any funds for the normal operation of the Association as provided for in the budget.
- I. Supervise the collection and disbursement of all funds in accordance with the by-laws of the Association and the policies established by the Board of Directors.
- J. Deposit all monies of the Association in an insured and guaranteed chartered bank/financial institute, trust company or building and loan association which is insured by the Federal Deposit Insurance Corporation or purchase other United States securities or obligations, notes, bills, bonds or other insured evidence of indebtedness.
- K. Be responsible for the custody of all assets of the Association with the advice and approval of the Board of Directors.
- L. Prepare a financial report, including a detail of revenues and disbursements and transmit it to the Secretary-Treasurer for presentation at the annual conference.
- M. Publish the annual audit report and distribute it to the members.

Section 4. Records

All officers shall deliver all records of their office to their successors.

Section 5. Pecuniary Gain

No part of the income of the Association shall become advantageous to the benefit of any director or officer of the Association or to any private individual. Reasonable compensation may be paid for services rendered to or for the Association affecting one or more of its purposes. No director or officer of the Association or any private individual shall be entitled to share in the distribution of any of the Association assets upon dissolution of the Association.

Article V. Meetings

Section 1. Annual Conference

- A. There shall be an annual conference of the Association at a location approved by the Board of Directors.

- B. Beginning with the Annual Conference for 2000 and each year thereafter, the State in which the Annual Conference shall be held, shall be selected on a rotating basis in the following order:

1. Louisiana
2. Oklahoma
3. Texas
4. New Mexico
5. Arkansas

If any State chooses not to host the Annual Conference, the State next on the list as set forth above shall be selected and the rotation process continues from year to year.

- C. Nothing in the above **section** shall be construed as prohibiting the Board of Directors in case of extraordinary emergencies, from changing the place or time of the Conference.
- D. Failure to hold an Annual Meeting shall not be construed as dissolution of the Association.

Section 2. Board of Directors Meeting

There shall be Board of Directors meetings to approve, adopt, change or amend all budgets as recommended by the Secretary-Treasurer/Executive Director. A simple majority shall constitute a quorum for the transaction of business at all meetings of the Board of Directors.

Section 3. Reimbursement

Reimbursement of expenses for all authorized meetings shall be determined by the Board of Directors.

Section 4. Parliamentary Order

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall provide guidance for the Association in all cases in which they are applicable and in which they are not inconsistent with this Constitution and By-Laws and any special rules of order that the Association may adopt.

Article VI. Amending Division Constitution and Bylaws

- A. Division bylaws may be amended upon review of the IAFC Constitution, Resolutions and Bylaws Committee (CBR Committee), the IAFC Board of Directors, and approved Division members at a Division Annual Meeting.
- B. Proposed amendments to Division bylaws shall be submitted by Division leaders to the IAFC CEO/Executive Director and the CBR Committee Chair by February 1 (in time for the March CBR Committee meeting) or by July 1 (in time for the meeting at FRI) for review.
- C. The CBR Committee will review the proposed changes at the next regularly scheduled meeting of the full committee. After reviewing the proposed changes for consistency with the general provisions of the IAFC Constitution and Bylaws, the committee will recommend action by the IAFC Board of Directors. The chair will submit a document to be reviewed and voted on by the IAFC Board of Directors during the board's next regularly scheduled meeting or conference call. The Division President will be notified in writing by the CBR Committee chair about the board's action and will provide guidance if necessary to the Division on presenting the proposed amendment(s) for Division membership vote.
- D. Newly approved amendments, shall take-effect at the adjournment of the Annual Meeting at which they were approved.

By-Laws Section I. General

Subsection 1. Dues

Annual dues shall be due and payable on the member's IAFC anniversary date of each year and shall be in such an amount as provided for by the IAFC. The amount for Division dues requirements may be amended annually by Southwestern Division Membership at the annual membership meeting and become effective on the next dues cycle.

Subsection 2. In Arrears

No members in arrears for dues or assessments shall be eligible to vote. Any member in arrears ninety (90) calendar days after the member's renewal date shall be removed from the membership roll and from the mailing list by the executive director.

Subsection 3. Retired Regular Members

All regular members in good standing may, after retirement from active duty, continue to be regular members by a continuance of the payment of the annual dues and assessments.

Subsection 4. Approval of Expenditures

No officer or member of the Association shall incur any expenses in the name of the Association without the approval of the board of directors except that, in case of emergency, the president is empowered to authorize the expenditure of sufficient funds with the approval of the majority of the executive committee to meet the emergency.

Subsection 5. Fiscal Year

The fiscal year of the Association shall extend from the first day of January through the thirty-first of December.

Subsection 6. Effective Date of Amendments; Priority

All amendments, alterations or revisions of any part of these by-laws or rules of order shall take effect at the adjournment of the annual meeting unless otherwise provided. In the event of conflict between the Constitution and By-laws and an amendment thereto, the language of that amendment shall prevail and any provisions of the Constitution and By-laws inconsistent therewith shall be considered effectively amended.

Subsection 7. Technical Amendments

The Constitution, By-laws Committee may propose, and the Board of Directors approves, grammatical, non-substantive changes thereto, provided that such changes shall be published in a manner that provides for member review prior to the annual meeting.

Subsection 8. Resolutions

The Association may adopt resolutions. Adoption of resolutions shall be at the annual meeting by a majority vote of members properly assembled. Adopted resolutions shall be valid for a period not to exceed three years after the date of presentation at the annual meeting. A copy of each resolution shall be retained for historical purposes.

By-Laws Section II. Committees

Subsection 1. The President shall appoint all Standing Committee Members and Conference Committee Members. Special Committees shall be approved by the Board of Directors.

Subsection 2. The Conference Committees of this Association shall consist of the following:

1. Resolutions
2. Credentials
3. Auditing
4. Nominations

Subsection 3. All reports of Special Committees shall be in the hands of the Secretary at least thirty (30) days previous to the opening date of the Conference.

Subsection 4. The President shall appoint one member to each of the following International Association of Fire Chiefs' standing committees:

1. IAFC Nominations and Elections Committee.
2. IAFC Constitution, By-Laws and Resolution Committee.

By-Laws Section III. Election of Officers

Subsection 1. ELECTION OF OFFICERS The Nominations Committee shall present a slate of officers with additional nominations allowed from the floor and upon closing the nominations, the ballot may be either ayes, nays, by sign, or written. In the case of a written ballot, the Secretary shall provide the ballots and the Elections Committee shall tally the ballots. The Candidate receiving fifty percent (50%) plus one (1) of votes cast shall be declared elected. A written ballot shall be used in all contested elections.

The installation of officers shall take place at the annual banquet with appropriate ceremonies and officers shall swear to the following oath of office:

"I (name) hereby swear (affirm) that I will support the Constitution and By-laws and at all times bear true allegiance to the goals and purposes of the Southwestern Division of the International Association of Fire Chiefs, Inc. Further swear (affirm) to perform the duties and responsibilities of my office to the best of my ability and at the end of my term, I will deliver to my successor all property and records, (So help me God.)"

Subsection 2. After election of the Officers, they shall be installed by the President's choice during the installation banquet. After being duly sworn to office, the newly elected Officers shall fill the chairs and continue to preside until the close of the Annual Conference or fall Board Meeting if annual conference is held other than in the fall, and until their successors are duly elected.

Subsection 3. Any Members of the Association, who has intentions of placing himself as a Candidate for Office in the IAFC and wanting the support of this Division, must present their qualifications to the Board of Directors. After due consideration of the individual's qualifications, the Board of Directors may elect to endorse the candidate and recommend support by the Membership.

By-Laws Section IV. Miscellaneous

Subsection 1. Annual Conference Host City Selection

The Conference in assembly shall select a city for the holding of their regular Annual Conference two years prior to the conference. Such election shall be by a vote of the Members present and should there not be invitations or an Annual Conference, the Board of Directors shall select and arrange for the place and time. A written ballot shall be used in all contested elections.

Subsection 2. Requirements for Host City/Fire Department

- A. FINANCIAL RESPONSIBILITY - The Southwestern Fire Chiefs Association shall be responsible for the expenditures incurred from holding the Annual Conference.
- B. REGISTRATION FEES - Members of all classifications shall pay a registration fee, set by the Board of Directors, when in attendance at the Annual Conference. All Exhibitors shall pay an Exhibitors registration fee as set by the Board of Directors.
- C. CO-HOSTING The Southwestern Fire Chiefs Association may agree to co-host, join, or enter in an agreement with a host organization.

By-Laws Section V. Rules of Order

Subsection 1. The Presiding Officer shall preserve order and decorum, and shall take no part in debates while presiding. All questions of order shall be decided by the President or Parliamentarian, subject to an appeal to the Conference, and upon such an appeal, the vote shall be taken without debate. The Presiding Officer may state their reasons for the decision given and shall put the question as follows: "Shall the decision of the chair be sustained?" A two-thirds majority of those voting shall be necessary to reverse the decision of the chair.

Subsection 2. Every Member when speaking or offering a motion shall rise in their place, state their name and place of residence and respectfully address the Presiding Officer. When they are finished speaking, they shall at once resume their seat. When speaking they shall confine their self to the question under debate.

Subsection 3. When two or more Members rise to speak at the same time, the Presiding Officer shall decide who is entitled to the floor.

Subsection 4. A Member called to order shall immediately cease speaking and resume their seat until the point of order has been decided, when they shall again be entitled to the floor.

Subsection 5. A motion to take the previous question shall always be in order, except when a Member is in possession of the floor, and must be put out without debate. If supported by a majority of the Members present and voting shall be declared carried, and no further debate or amendments, shall be in order until the main question shall have been decided.

Subsection 6. A motion to adjourn shall always be in order, except when a Member is in possession of the floor or a vote is being taken or it has been decided that a vote is now taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is open to debate.

Subsection 7. The consideration of any proposed amendment to the Constitution or Rules of Order of which notice has been given previous to the Opening or the Conference, shall be the Order of Business set and designated at the time by the President.

Subsection 8. Where a blank is to be filled in by the Insertion of an amount or of a date, the largest amount or the furthestmost date shall be first voted upon.

Subsection 9. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall provide guidance for the Association in all cases to which they applicable and in which they are not inconsistent with this constitution and by-laws and any special rules of order the Association may adopt.

Subsection 10. Business to be addressed at each Annual Meeting.

1. Called to Order by the President.
2. Opening Ceremonies.
3. Adoption at the minutes of the preceding meeting.
4. Appointment of Committees.
5. Reading of Communications.
6. Report of the Secretary-Treasurer
7. Memorial Services.
8. Report of Standing Committees.
9. Topics and Contributing Papers.
10. Report on attendance.
11. Old business.
12. New business.
13. Report of the next year's host city.
13. Designation of the place of the next Conference, 2 years hence.
14. Election of Officers.
15. Installation of Officers.
16. Final Adjournment.

Subsection 11. The Association shall have full power at any meeting to alter, amend or revise these Constitution and By Laws, provided that notice of such alteration, amendment or revision shall have been given in writing to the Secretary-Treasurer of the Association as lease sixty 60 days prior to any Annual Meeting Date. The Secretary shall see that every Member shall have at least thirty (30) days clear notice of such proposed alteration, amendment, or revision previous to the date set for the opening of the Annual Meeting. A two-thirds vote of the Members entitled to vote who are present and voting shall be necessary for the adoption of any such alteration, amendment or revision.

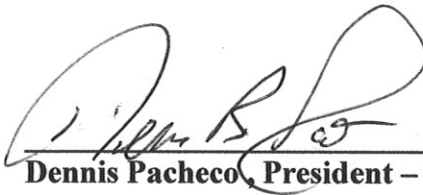
Subsection 12. The Association shall have full power at any meeting to alter, amend or revise these Constitution and By Laws, provided that notice of such alteration, amendment or revision shall have been given in writing to the Secretary-Treasurer of the Association as lease sixty 60 days prior to any Annual Meeting Date. Nothing contained in the preceding sections shall prevent the Association in meeting regularly assembled from altering, amending or revising any part of these Constitution and By-Laws or Rules of Order upon a two-thirds majority vote of the Members entitled to vote who are present and voting, provided, however, that notice of any such action shall be given in writing and printed copies thereof made available to all Regular Members present at least forty-eight (48) hours previous to the time when such proposed amendment or revisions shall be presented in Open Meeting.

Subsection 13. All amendments, alterations or revisions of any part of this Constitution and By-Laws or Rules of Order shall take effect upon their adoption by the Conference unless otherwise provided for.

By-Laws Section VI. RULES OF PERSONAL CONDUCT OF MEMBERS

Subsection 1. Any Member that fails to conform to the provisions of these Bylaws or that fails otherwise to conform to the accepted standards of the fire service may have its membership suspended or revoked by the Board of Directors.

The undersigned attest that this Constitution and Bylaws was amended by vote on the date shown in our presence and is the true Constitution of the Southwestern Division of the International Association of Fire Chiefs, dba the Southwestern Fire Chiefs Association.

 10.08.2021
Dennis Pacheco, President – Date


James Fullingim, Secretary/Treasurer - Date